

**External - Job Order Detail**  
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

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**Department:** DEPARTMENT OF LABOR & INDUSTRY

**Division:** Business Standards

**Bureau:** Health Care Licensing

**Date Posted:** 08/25/2008

**Job Category:** Management

**Position  
Number:** 66205023

**Position Title:** EXECUTIVE DIRECTOR, BOARD OF MEDICAL EXAMINERS

**Location:** HELENA

**Job Status:** Full Time Permanent

**Salary:** \$36,910.00 to \$46,139.00

**Salary Unit:** Year

**Additional Salary Info:** Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

**Shift:** Daytime

**Band:** 6

**Closing Date:** 09/12/2008

**Supplement  
Required:** Yes

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Applications must be received by 5:00pm on the closing date.

**Apply to your Local Montana Job Service Center**

**- OR -**

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

**Phone:** (406) 444-3710

**Fax:** 444-3685

**TTY:** 444-0532

**E-mail:** [dliapps@mt.gov](mailto:dliapps@mt.gov)

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**Special Information:**

For further information about DLI agency and job application materials see:  
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental

options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

**Duties:**

This position serves as the Executive Director of the Board of Medical Examiners and provides assistance in carrying out the responsibilities with public relations; representing the Board/Department at local, state, regional and national conferences, meetings and conventions; researches various topics for the Board/Department, and assists with long-term goals and objectives planning for the board. Assists the Board in formulating public policy that protects the citizens of Montana. Provides supervision and leadership of the staff for the board which includes personnel actions, directing employees, assigning work, transferring, hiring, selecting, guiding, assessing training needs, scheduling and conducting performance appraisals. Assists the Bureau Chief with proposed legislation and budget processes for the legislative session. Analyzes workflow, makes and implements plans for improvement. Actively participates in the Department's budget planning process. Provides oversight for contracts within the unit. Oversees statutes and rule processes for the board. Coordinates investigations regarding violations of the licensing act.

**Competencies:**

Requires knowledge of the principles and practices of program management, personnel management, supervision, budget planning, administrative rules, legislative, investigation, compliance and enforcement. Requires knowledge and skills of computer programs with the ability to use them. Must be able to acquire knowledge of board-specific laws, rules and regulations and the Administrative Rules and Montana Codes Annotated along with related federal regulations within a reasonable period of time. Must possess negotiation and public speaking skill and be able to communicate both verbally and in writing with a wide variety of individuals in an effective manner.

Requires competencies in individual responsibility; relationship management; conflict management; customer focus; team work; resource management; flexibility; policies, process and procedures; commitment; quality; decision making and problem solving; and communication.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

**Education/Experience:**

Requires a combination of education and experience equivalent to a Bachelor degree in Business Administration, Human Resources, health related field or other related field and two years of related work experience that demonstrates the competencies listed above. Other combinations of education and/or experience will be considered. Experience in board administration, program management and direct line supervision is preferred. Experience with a regulatory program is desirable.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Application materials required are:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts (unofficial transcripts are acceptable) or diploma upon interview or prior to hire for pay setting purposes.

\*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Applications will be accepted via email, fax, or postal mail using addresses provided on front page.

\*\*\*If reasonable accommodations are required, please notify Office of Human Resources (406) 444-3710/444-4534 in advance.

**Supplemental Questions:**

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your response should be limited to one typewritten page. Any response exceeding this limit will not be considered.

1. Please describe your experience, education, and training that qualifies you for this position.